

**ICU**

房屋局常任秘書長

辦公室

Office of the
Permanent Secretary
for Housing

表格 Form

ICU MW31**小型工程的訂明建築專業人士不再獲委任或提名通知書****Notice of Cessation of Appointment or Nomination of Prescribed Building Professional (Minor Works)**

- 本表格最遲須在不再獲委任或提名的日期後 7 天內。
- 請以正楷填寫，並在適當方格內加上『√』號。填寫前，請細閱《注意事項》。

- **Submit this form within 7 days after the date of the cessation or nomination.**
- Read the "Matters to Note", complete in BLOCK LETTERS and tick the appropriate boxes.

致獨立審查組 To Independent Checking Unit("ICU")

甲部 不再獲委任或提名的訂明建築專業人士的通知書
Part A Notice of the Prescribed Building Professional on ceasing to be appointed or nominated

由已不再獲委任或提名的訂明建築專業人士填寫
To be completed by the prescribed building professional ceased to be appointed or nominated

中文姓名* Name in Chinese* (i) 姓氏先行 Surname first英文姓名* Name in English* (i) 姓氏先行 Surname first

訂明建築專業人士身份 Capacity of Prescribed Building Professional

 認可人士 / 房屋署總專業人士+^
Authorized Person / Chief
Professional in Housing
Department+^

 註冊檢驗人員
Registered Inspector

 註冊結構工程師 / 房屋署總結構工程師+^
Registered Structural Engineer / Chief
Structural Engineer in Housing
Department+^

 註冊岩土工程師 / 房屋署總岩土工程師+^
Registered Geotechnical Engineer / Chief
Geotechnical Engineer in Housing
Department

本人為上述呈交編號的已獲委任或提名的訂明建築專業人士，現述明我自上述日期起，不再獲委任或提名為上述小型工程編號呈交文件內小型工程的訂明建築專業人士；並確認上述呈交編號呈交文件內下述的小型工程已在本人的監督下按照建築物條例的技術要求及已呈交的訂明圖則及詳圖進行。

I, appointed or nominated in the above mentioned submission number, submit herewith this notice of the fact that, with effect from the above date, I have ceased to be appointed or nominated as the prescribed building professional of the minor works detailed in the submission with the above mentioned submission number; and confirm that the following minor works under the submission with the above mentioned submission number have been carried out in accordance with the technical requirements of Buildings Ordinance and the submitted prescribed plans and details under my supervision.

小型工程項目 Minor Works Item	工程描述 Description of Works (包括性質、位置和數量 Including the nature, location and quantity)	<input type="checkbox"/> 另加附加頁 Additional <input type="checkbox"/> 張 Pages

- (i) 如空位不敷應用，請另加紙張填寫並在每頁加簽，註明日期及(如適用)蓋上公司印鑑。
If space is insufficient, please attach additional sheet(s) which must be signed, dated and affixed with company seal (if applicable.)

*根據屋宇署註冊記錄
(In accordance with the registration record in Buildings Department)

^ 刪去不適用者>Delete as appropriate

(如適用)(if applicable)

+ For explanatory note on signing capacity, refer to Appendix B of ICU1 04

注意事項

- ## 任何人如作出虛假聲明或就重要事項作出失實陳述即屬觸犯刑事罪行，可能會被檢控。
1. 若有關小型工程涉及在樓宇公用地方進行建築工程，訂明註冊承建商應留意有關樓宇租約中的相關條文，並於展開工程前通知有關樓宇的物業管理處。
 2. 訂明註冊承建商應採取合適的措施，以確保妥善處置有關的建築廢料。

甲. 個人資料

收集的目的

1. 獨立審查組會使用透過本表格所獲得的個人資料作下列用途：
 - (a) 處理你在本表格中所呈交的文件之相關事務；
 - (b) 處理有關上述小型工程之相關事務；及
 - (c) 方便獨立審查組與你聯絡。
2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。

獲轉交資料的部門/人士

3. 為保障個人資料，請確保所呈交的文件並不包含任何與《建築物條例》所述的事宜無關的個人資料。就私穩事宜的細則，你可參考《個人資料(私穩)條例》的條文。
4. 本組可能會向其他政府部門、決策局、機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。

索閱個人資料

5. 根據《個人資料(私隱)條例》，你有權查閱及改正你所提交的個人資料。獨立審查組有權就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與獨立審查組小型工程小組聯絡。

乙. 填寫表格

1. 請填妥表格載列所有有關的部分，並在表格上簽署。請附上所有證明文件，包括訂明圖則及詳圖、顯示工程處所在工程前實際狀況的照片及(如有)監工計劃書等。
2. 所提供的資料如有不全或錯誤，獨立審查組將不能處理呈交的文件。
3. 如對本表格有任何疑問，請與獨立審查組小型工程小組聯絡。

丙. 呈交方法

1. **郵寄/親身呈交** - 本表格連同有關文件應郵寄或親身呈交至九龍黃大仙龍翔道 138 號龍翔辦公大樓 8 樓獨立審查組。
2. **電子呈交** - 網上表格可經由以下網址填寫及呈交。有關申請全部必須附上數碼證書認證
<https://www.hb.gov.hk/icu/tc/FormsMWCS/index.html>

丁. 聯絡資料

獨立審查組小型工程小組

地址：香港九龍黃大仙龍翔道 138 號龍翔辦公大樓 8 樓

電話：3162-0310

傳真：3162-3442

Matters to Note

- ## Any person making a false declaration or misrepresenting a material fact shall be guilty of a criminal offence and subject to prosecution.
1. If the minor works involve building works in the common parts of a building, the prescribed registered contractor is advised to pay attention to the relevant conditions in the Tenancy Agreement of the subject building and notify the property management office before commencement of the works.
 2. Prescribed registered contractor shall take appropriate measures to ensure construction wastes are disposed of properly.

A. Personal Data

Purposes of Collection

1. The personal data provided by means of this form will be used by the Independent checking unit (ICU) for the following purposes:
 - (a) activities relating to the processing of your submission in this form;
 - (b) activities relating to the above minor works; and
 - (c) facilitating communication between the ICU and yourself.
2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.

Classes of Transferees

3. For the reason of personal data protection, please ensure that your submitted documents do not contain any personal data not required under the Buildings Ordinance. For details of privacy issue, you can make reference to the provisions of the Personal Data (Privacy) Ordinance.
4. The personal data you provided by means of this form may be disclosed to other government departments, bureaux, organisations or any persons for the purposes mentioned in paragraph 1 above.

Access to Personal Data

5. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The ICU has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Minor Works Team of the ICU.

B. Completion of Form

1. Please ensure that all relevant parts of the form are duly completed, and the form is signed. Please enclose all supporting documents, including **prescribed plans and details of the works, photographs showing the physical condition of the premises before the commencement of works and supervision plan (if any), etc.**
2. If incomplete or erroneous information is provided in the form, the ICU may not be able to process the submission.
3. Enquiries regarding this form should be addressed to the Minor Works Team of the ICU.

C. Submission Methods

1. **By Post / In Person** - This form together with the relevant documents shall be posted to or submitted in person to ICU, 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon
2. **Through e-Submission** - This form can be submitted electronically by filling the e-form from the following website, all with identity authenticated by your digital certificates.
<https://www.hb.gov.hk/icu/eng/FormsMWCS/index.html>

D. Contact Details

Minor Works Team of the Independent Checking Unit

Address : 8/F, Lung Cheung Office Block, 138 Lung Cheung Road, Wong Tai Sin, Kowloon.

Tel No. 3162-0310

Fax No. 3162-3442

小型工程項目 Minor Works Item	工程描述 Description of Works (包括性質、位置和數量 Including the nature, location and quantity)

不再獲委任或提名的訂明建築專業人士簽署 *
 Signature of the Prescribed Building Professional ceased to be appointed or nominated *

任何失實核證或聲明可引致法律行動。##
 Any false certification or declaration
 may be subject to legal action.##

日期 Date

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日 dd 月 mm 年 yyyy

* 根據註冊記錄
 (In accordance with the registration record)